

**HAGERSTOWN COMMUNITY COLLEGE
BOARD OF TRUSTEES**

MINUTES

***Regular Meeting
December 17, 2024***

A Regular Meeting of the Board of Trustees of Hagerstown Community College was held on Tuesday, December 17, 2024, in the Career Programs Building, Rooms 211 & 213, beginning at 1:30 pm. In attendance:

Board Members

Austin Abraham
Carolyn Brooks
James Klauber, Secretary / President
Paula Lampton, Chair
Thomas Newcomer, Vice Chair
L. William Proctor, Jr.
Gregory Snook
John Williamson

HCC Affiliates

Jennifer Childs - Executive Director, Human Resources & Campus Safety
Beth Kirkpatrick - Senior Director, Public Information & Marketing
Jessica McKinley – SGA Secretary
Christine Ohl-Gigliotti – Dean of Students
Carlee Ranalli – Dean of Planning & Institutional Effectiveness
Laura Scafide – Coordinator of Career Development, Internship Services
Dawn Schoenenberger – Vice President, Academic Affairs and Student Services
Richard Schulman – Director of Facilities Management and Planning
Rebecca Shives – Recording Secretary
Heike Soeffker-Culicerto - Vice President, Administration and Finance
Veronica Stein – Chair, Faculty Assembly
Ashley Whaley - Senior Director, College Advancement

Others in Attendance

Robert Asbury – Principal, Noelker and Hull Associates, Inc.
Daniel McDougal – Senior Associate, Noelker and Hull Associates, Inc.

Call To Order

Chair Lampton presided and convened the regular meeting at 10:28 am.

Closed Session

Mr. Newcomer moved to adjourn to closed session to conduct collective bargaining negotiations or consider matters that relate to the negotiations pursuant to Maryland General Provisions article 3-305(b) (9). Mr. Williamson seconded the motion carried by unanimous vote.

Re-convene Open Session

Following adjournment of the closed session, Chair Lampton re-convened the regular meeting at 12:03 pm. In closed session, the Trustees discussed one matter of updating on negotiation matters. Present during closed session were Trustees Austin Abraham, Carolyn Brooks, Paula Lampton, Thomas Newcomer, L. William Proctor, Jr., Gregory Snook, and John Williamson. President James Klauber, Executive Director Childs, and Ms. Cannon were also present.

Administrative Function

In accordance with Maryland's Open Meetings Act, General Provisions Article § 3 – 104, the Board of Trustees met in Administrative Function at 11:20 am today in the Career Programs Building, Rooms 211 & 213 to receive guidance on how to proceed with a pending financial matter relating to a future action item.

Consent Agenda

The consent agenda included the Administrative, Closed, Work, and Regular session minutes for November 19, 2024, the personnel report for December 2024, and policies reviewed in November: 8043 – Heat Safety Plan and 4039 – Student Athlete Meal Money Plan. All were approved as submitted.

Reports from Campus Groups

Student Government Association

SGA Secretary Jessica McKinley reported on student events that occurred in December including the Winter Formal and Wind-Down Week. After Winter break, SGA will be helping with New Student Orientation on January 10th and will have information booths set up during the first week of classes.

Martin Luther King, Jr. Week of Diversity

Dean Ohl-Gigliotti discussed the Martin Luther King, Jr. Week of Diversity celebration events that will be occurring January 20 – 24, 2025.

Faculty Assembly

Professor Stein reported on happenings from the past month which included classes becoming QM certified, JLG donating \$6,000 for Lego robots for the engineering program, new clinical sites for

the medical imaging programs, and the Fall graduating Nursing class having a 100% pass rate on comprehensive predictor exam.

President's Report

Board Briefing Summary

President Klauber discussed highlights in Academic Affairs, Student Services, and Workforce Solutions and Continuing Education.

Additional points:

- Attended Middle States Conference in Philadelphia last week
- Assimilation of Barr Construction Institute underway. Kathy Gress has been hired and will start January 1st.
- Foundation Board meeting in early January to discuss the Foundation being the sponsoring entity for HCC and Barr Construction
- Met with County Administrator Gordon and asked for a 3% increase in operations

MACC Legislative Agenda for 2026

President Klauber shared the MACC Legislative Agenda for 2026.

Foundation Report

No report was shared since the Foundation met with the Trustees in the previous session.

Middle States Report

Dean Ranalli gave an update on the Self-Study. This included feedback from Dr. Buckley's visit regarding explaining how the dual enrollment program works here at HCC and the team for the visit not being organized yet. Dean Ranalli also discussed the Middle States Conference held last week and the great sessions that were attended.

Monthly and Special Reports

Financial Report for the Period Ending November 30, 2024 (ACTION)

Mr. Newcomer moved to accept the financial report for the period ending November 30, 2024 as submitted. Ms. Brooks seconded, and the motion carried by unanimous vote.

New Business

Facility Mater Plan DRAFT

Mr. Asbury and Mr. McDougal gave an update on the Facility Master Plan that will be voted on in January. This update includes enrollment trends, building projects, and space allocation analysis. The Trustees asked questions pertaining to space needs and future projects.

Adjournment

There being no further business or discussion, the meeting was adjourned at 2:59 pm. The next meeting will be held on January 21, 2025 in the Career Programs Building, Rooms 211 and 213.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James S. Klauber". The signature is fluid and cursive, with a long horizontal stroke at the end.

James S. Klauber, PhD
President/Secretary